

QUOTATION FROM C I A REGULATION [REDACTED]

25X1A

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K. Duplicating and Abstracting of Classified Documents.

(1) Top Secret documents, registered documents of all classifications and unregistered documents of all classifications which carry specific accountability instructions, will not be duplicated, nor will abstracts be made therefrom, other than as approved by OCD to meet internal CIA requirements, without authorization of the originating CIA office or outside agency. A record of any authorized duplication of such documents will be forwarded to the appropriate Area Top Secret Control Officer or Area Custodian of Registered Documents, and the required green cover sheets will be attached in accordance with existing regulations.

(2) Duplicating of classified material shall be limited to the minimum number of copies necessary for efficient operation.

(3) An abstract will not necessarily bear the same classification as the document from which it was taken, but will be classified on its own merits.

(4) The originating office will maintain a record of the distribution of its classified administrative material including names of the recipients and the number of copies assigned to each.

(5) OCD will maintain records of the distribution of all classified intelligence material disseminated by this Agency through regular channels. Records of the distribution of such material carried out directly by any office of the Agency will be maintained by the originating office. Such direct distribution, however, requires specific prior approval of the Director.

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